



James E. McGreevey  
Acting Governor

Regena L. Thomas  
Secretary of State

# ***V-FREE* MINI-GRANT GUIDELINES AND APPLICATION**

**July 1, 2002 – June 30, 2003**



**NO VIOLENCE – NO VANDALISM – NO VICTIMIZATION**

**NEW JERSEY DEPARTMENT OF STATE  
MARTIN LUTHER KING, JR.  
COMMEMORATIVE COMMISSION**

## (MLK) OVERVIEW AND MISSION

The Martin Luther King, Jr. Commemorative Commission (MLK) is an established division of the New Jersey Department of State. The mission of the commission is to raise public awareness of Dr. Martin Luther King, Jr. teachings, ideals, and philosophy. The purpose of this grant is to advance youth focused programs, and initiatives and promotes personal responsibility.

### ***V-FREE* MINI-GRANT OVERVIEW**

Our nation has been witness to unprecedented acts of violence committed by youth. These tragic incidents are clear signals that our youth are crying out for help. To help address these issues, the MLK continues the innovative campaign called ***V-Free***. ***V-Free*** is a comprehensive initiative created to empower New Jersey's youth and encourage personal responsibility while addressing the three "V"'s - violence, vandalism, and victimization. The focus of the initiative is to challenge New Jersey's schools and communities to become V-Free through youth participation and by supporting the positive efforts of existing programs and activities.

The ***V-Free Mini-Grant*** program was designed to help students develop projects and promote activities aimed at fostering environments in their schools and communities that are free of violence, vandalism, and victimization. Any student or youth group, with the help of a teacher or advisor, can apply for a mini-grant. **Funds are awarded in the amount of \$50 to a maximum of \$3,000 for the period of July 1, 2002 through June 30, 2003.**

For more information about the ***V-Free*** initiative, visit our Web Site at [www.njmlkcommission.com](http://www.njmlkcommission.com)

### **ELIGIBLE APPLICANTS**

#### ALL APPLICANTS:

- Must be between the ages of 13 and 24.
- Must have an adult advisor.
- Must be affiliated with an organization/agency with a **valid Federal Tax-Identification number.**
- Must comply with the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990, barring discrimination on the basis of race, color, national origin, gender, or disability.

### **GUIDELINES FOR RECEIVING FUNDS**

1. All phases of the project **must be YOUTH driven.** Young people **must** be actively involved in the planning, implementation, and outcome of the project.
2. The project **must** encourage personal responsibility while addressing one or more of the three V's – violence, vandalism, and victimization in a school and/or community.
3. The project **must be** completed no later than May 31, 2003, with final reports submitted by June 30, 2003

## OVERVIEW OF APPLICATION PROCESS

All applicants **must use** the following forms to submit their mini-grant application. Applications not containing these forms will not be reviewed.

1. A ***V-Free Mini Grant Face Form*** that provides the MLK important information about the youth applicant and sponsoring organization. The sponsoring agency will receive the *V-Free* Mini-Grant if awarded. For example, Spring Hills High School applied for and received the mini-grant. The sponsoring organization will be Spring Hills Board of Education. MLK will make the mini-grant check payable to Spring Hills Board of Education.
2. A ***V-Free Mini-Grant Narrative Form*** that provides the MLK with a detailed description of the applicant's proposed project and its impact on participants.
3. A ***V-Free Mini-Grant Budget Form*** that provides the MLK with a breakdown of all items that will be purchased with mini-grant funds.

**Note:** Equipment cannot be purchased, but can be rented to accomplish your project.

## GRANT EVALUATION

All applications are reviewed utilizing a multi-level evaluation process that includes an initial staff review for completeness, which is followed by a formal review by the Youth Coordinating Council Grant Committee.

In addition, **a final report along with original receipts** must be mailed to the MLK no later than **30 days** after the project ends. A final report form will be sent to you one month prior to the project completion date. A copy of the form is also available on our Web site at: [www.njmlkcommission.com](http://www.njmlkcommission.com).

## THE GRANT PAYMENT PROCESS

When a grant is awarded, a contract is made between the organization receiving the grant and the New Jersey Department of State, Martin Luther King, Jr. Commemorative Commission. Once approved for funding, payments are made as follows:

75% of grant amount once the MLK receives the grantee's original initial and/or signed financial grant documents.

25% of grant amount upon receipt and acceptance by the MLK of the grantee's Final Report and original receipts.

1. The total amount of the receipts submitted with the final report must match the total amount of the grant award.
2. If the total amount of the receipts submitted is less than the entire amount of the grant award, the difference will be deducted from the final grant payment.
3. If the grant recipient fails to use the entire amount of the grant allocation, then **the difference between the amount allocated and the amount spent must be returned** to the New Jersey Department of State, Martin Luther King, Jr. Commemorative Commission, in a certified or bank check.

All grant recipients are expected to submit a **final report and original receipts for the amount of the entire allocation**. Final grant payments **will not** be released until all grant documents have been properly completed, signed by the grantee, and received by the MLK.

NEW JERSEY DEPARTMENT OF STATE  
MARTIN LUTHER KING, JR. COMMEMORATIVE COMMISSION  
P.O. BOX 456  
TRENTON, NEW JERSEY 08625-0456

**V-FREE MINI-GRANT FACE FORM**

*July 2002 to June 2003*  
*(Must be typed or written legibly)*

1. Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
  2. Affiliation/School Name: \_\_\_\_\_ County: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
  3. Name(s) of Youth Applicant(s):  
Name: \_\_\_\_\_ Class Position Held: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  4. Name of Adult Advisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_
  5. Name of Sponsoring Organization: \_\_\_\_\_
  6. Sponsoring Organization Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
  7. Legislative District of Sponsoring Organization: \_\_\_\_\_
  8. Applicant's Federal Tax ID#: \_\_\_\_\_ Acct#: \_\_\_\_\_
  9. Title of Project: \_\_\_\_\_
  10. Program Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
  11. Program End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- \*All projects must be completed no later than May 31, 2002. No extensions will be granted.**
12. Amount Requested (*not to exceed \$3,000.00*): \_\_\_\_\_

To the best of my ability, I certify that the information contained in this application is factual and accurate.

\_\_\_\_\_  
*Signature of Primary Youth Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Adult Sponsor*

\_\_\_\_\_  
*Date*

FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Approval Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of 1<sup>st</sup> Far: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grant #: \_\_\_\_\_

Final Report Due: \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Report Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of 2<sup>nd</sup> Far: \_\_\_\_/\_\_\_\_/\_\_\_\_

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***V-FREE* MINI-GRANT NARRATIVE FORM**

*July 2002 to June 2003*  
*(Must be typed or written legibly)*

**I. PROJECT ABSTRACT**

In the space provided below, please provide a short summary of the proposed project. If funded, the project abstract will be used as a stand-alone description of your project.

**II. PROJECT DESCRIPTION**

In the space provided below, please describe the purpose for the project.

1. Describe how the project will reduce any or all of the following: violence, vandalism, and victimization.
2. State how the project involves youth in the planning and implementation.
3. Describe how your promotional materials will highlight *V-Free* in your school and/or community.
4. State how the project can be replicated in other schools or communities.

**II. PROJECT DESCRIPTION – Continue**

**III. PROJECT IMPACT**

A. In the space provided below, describe the anticipated outcomes of your project and how it will directly or indirectly impact youth behavior. Be specific in discussing changes in attitude and/or behavior of youth participants as it relates to violence, vandalism, and victimization.

B. In the space below, please provide the following demographic information:

- *Number of Youth Participants:* \_\_\_\_\_ *Age Range:* \_\_\_\_\_ *Grade(s):* \_\_\_\_\_
- *Number of Teachers/Educators:* \_\_\_\_\_
- *Number of Law Enforcement:* \_\_\_\_\_
- *Number of Community Members:* \_\_\_\_\_

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**V-FREE MINI-GRANT BUDGET FORM**

*July 2002 to June 2003  
(Must be typed or written legibly)*

ITEM <i>Please list each item that will be purchased with Mini-Grant funds (i.e. food, t-shirts, flyers, speaker, etc).</i>	DESCRIPTION <i>Briefly describe how each item will be used to implement your Mini-Grant project. Please include the <u>quantity</u> of each item that will be purchased and price per item.</i>	COST <i>Total cost per item.</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
TOTAL \$		

***\*Duplicate this form as needed.***

**MLK Logo**

**&**

**DOS Logo**

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